

Job Description

Missouri State Highway Patrol

Class Title: Traffic Safety Analyst II Non-Patrol Accident Records

Title Code: V00089

Effective Date: New 09/22/05

Date Reviewed:

Date Revised:

Immediate Supervisor: Assistant Director, Traffic Division

Position Supervised: Non-Patrol Accident Records Section employees

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a highly responsible supervisory, technical and quality control position in the Non-Patrol Accident Records Section of the Traffic Division. The employee in this position ensures processing of all accident reports completed by non-Patrol law enforcement officers and conducts quality control on documents submitted and data entered into the Statewide Traffic Accident Records System (STARS). The employee is responsible for providing assistance to local law enforcement personnel on complex issues relating to traffic accident reporting, classification, as well as the STARS Accident Report/Classification Training sessions. The employee works closely with computer consultants supporting STARS. The employee also supervises personnel assigned to the Non-Patrol Accident Records Section. Work is subject to general review and supervision by the assistant director and/or division director for conformance with policies and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Assists upper management with the development and implementation of effective work plans for the non-Patrol Accident Records section and updates work flow procedures as needed; coordinates and monitors subordinates' work flow and job performance to ensure compliance with State law and Patrol policies and procedures; provides technical assistance to subordinates; approves/disapproves leave, processes time records, provides counseling and feedback, and conducts performance evaluations.

Reviews daily and quarterly quality control reports to ensure accuracy of STARS data; makes corrections as needed; disseminates monthly, semi-annual, and annual summaries of crash statistics to local law enforcement agencies.

Serves as liaison between the Patrol and non-Patrol law enforcement personnel regarding questions/inquiries on proper classification of motor vehicle accidents, completion of the Missouri Uniform Accident Report, quality control of crash reports, and review/approval of proposed computer generated (electronic) crash reports.

Serves as a liaison between the Patrol and Missouri Department of Transportation (MoDOT) to assist computer consultants supporting the STARS/Transportation Management System (TMS) with system updates and troubleshooting; tests new enhancements/revisions to STARS/TMS; prepares and submits requests to MoDOT for new employee access to STARS/TMS.

Assists division assistant director in preparing training documents and conducting the annual STARS Accident Report/Classification training.

Attends internal and external meetings regarding STARS/TMS.

Coordinates and supervises overtime projects within the non-Patrol Accident Records Section as needed; prepares monthly statistical summary reports on overtime activities within the Section.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the National Safety Council's Classification of Motor Vehicle Traffic Accidents.

Thorough knowledge of the STARS encoding requirements and quality control measures, various STARS-related codes, and the flow of crash reports/data to STARS.

Thorough knowledge of the Missouri Uniform Accident Report reporting requirements.

Thorough knowledge of the job duties of personnel assigned to the Non-Patrol Accident Records Section.

Thorough knowledge of State laws and Patrol policies and procedures relating to accident reporting.

Knowledge of motor vehicle crash statistical information used in various Patrol publications and special reports.

Knowledge of effective practices and principles of supervision.

Knowledge of modern office procedures and practices.

Ability to compile statistical data for development of publications and reports.

Ability to complete quality control on data received and entered into databases.

Ability to exercise judgment and discretion and make decisions in accordance with laws, policies and regulations.

Ability to establish and maintain records and files (electronic and hardcopy).

Ability to assist with the creation and modification of work flow procedures to ensure the Non-Patrol Accident Records Section operates efficiently and effectively.

Ability to demonstrate work techniques in the training of other employees.

Ability to plan, delegate and supervise the work of employees assigned to the Non-Patrol Accident Records Section.

Ability to work independently with little supervision.

Ability to read English effectively.

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Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to follow and understand oral and written instruction.

Ability to calculate figures.

Ability to handle restricted and confidential information and maintain the information as such.

Ability to operate basic office equipment (e.g., PC, typewriter, telephone, copy machine, microfilm processor, scanner, and calculator).

Ability to travel to conduct Patrol business as needed.

Ability to establish and maintain harmonious working relationships with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Possess the skill to type 40 words per minute with ten (10) errors or less.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited high school or possess a GED.

Four years responsible clerical experience with the Patrol at the level of Clerk Typist III, Quality Control Clerk III, Clerk III, or Data Entry Operator III and working knowledge of STARS and traffic accident classification.

AND

One year experience as a Traffic Safety Analyst I or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Must be MULES Certified.